



Dave Lambertson
Interim Director

TELEPHONE: (323) 267-2101
FACSIMILE: (323) 264-7135

COUNTY OF LOS ANGELES
Internal Services Department

1100 North Eastern Avenue
Los Angeles, California 90063



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November 19, 2003

To: Each Department Head

From: Dave Lambertson
Interim Director

Subject: **REMINDER – LOW-COST LABOR
RESOURCE PROGRAM POLICY # 5.030**

The Board adopted the Low-Cost Labor Resources Program Policy (Policy) on October 5, 1995 (Attachment A). This Policy requires County departments to consider low-cost labor resource options in lieu of or as supplements to future contracts for landscaping and grounds maintenance and other unskilled labor-intensive requirements (e.g., graffiti removal) and to discuss utilization possibilities in Board letters recommending new/renewal contracts.

During ISD's sunset review of this Policy, it was noted that while the low-cost labor resources are being utilized, County departments have not consistently included a discussion of possible utilization in Board letters requesting approval for unskilled, labor-intensive service contracts. Therefore, to assist your department in compliance with this Policy, ISD has incorporated this requirement in its Contract Managers' Training Program. The Policy will be discussed at the next meeting of the countywide Contracting Network on December 16, 2003.

In addition, I have included the following information for your reference:

- Attachment B – Low-Cost Labor Resources Program Points of Contact
- Attachment C – Low-Cost Labor Resource Providers
- Attachment D – Current County Department Usage

I hope the above information is helpful. If you have any questions or need additional information, please call me or have your staff call Daniel Medrano, Contract Administration at (323) 267-2233.

DL:TT:HL:lf

Attachments

c: Executive Officer

CAO

lf:Low Cost Labor Reminder Letter



Los Angeles County
BOARD OF SUPERVISORS POLICY MANUAL

Attachment A

Policy #:	Title:	Effective Date:
5.030	Low-Cost Labor Resource Program	10/03/95

PURPOSE

Designates the Internal Services Department as the focal point to provide information, guidance and status on various low-cost resource programs available to County user/management entities for facilities and landscape maintenance.

REFERENCE

October 3, 1995 Board Order, Synopsis 50.

September 20, 1995 memo to Each Supervisor from the Director of Internal Services Department entitled Low-Cost County Labor Resource Option Report.

POLICY

The County Board of Supervisors has designated the Internal Services Department as the focal point to provide information, guidance, and status on various low-cost resource programs available to County user/management entities for facilities and landscape maintenance.

In addition,

- The Chief Probation Officer is directed to develop a proposal, including costs and projected income, to establish a minimum of five additional Paid Work Crews for consideration by the Board;
- The Director of ISD is directed to explore pilot projects with the California Conservation Corps for at least one crew sized project and one intern requirement;
- Departments are required to consider low-cost County resource options in lieu of or as supplements to any future contracts for landscaping and grounds maintenance and other unskilled labor intensive requirements (e.g., graffiti removal) and discuss utilization

possibilities in Board letters recommending new/renewal contracts; and

The Director, Human Resources Department is to take the lead in establishing a County policy which assigns responsibility for worker's compensation for low-cost resource program members performing County work.

RESPONSIBLE DEPARTMENT

Internal Services Department

DATE ISSUED/SUNSET DATE

Issue Date: October 3, 1995

Sunset Date: October 3, 2003

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Attachment B

Low-Cost Labor Resources Program Points of Contact

Department/Entity Name	Program Name	Contact Person	Telephone No.
Probation	JAWS/PAAWS	Frank Wilson	(626) 308-5591
Public Social Services	Workfare	Oscar Rivas	(562) 908-3566
Sheriff	CBAC	Antonio Hernandez	(213) 893-5345
State of California	CCC	Christie Rochie	(562) 651-5502
ISD		Daniel Medrano	(323) 267 - 2233

Juvenile Alternative Work Service (JAWS)
 Probation Alternative Work Service (PAAWS)
 Community Based Alternatives to Custody (CBAC)
 California Conservation Corp (CCC)

Low-Cost Labor Resource Providers

Providers	Services/Requirements Offered by Provider							Respond to IFB/RFP
	Supervision	Optional Fixed Work Schedule	Staff	Staff with Background Check	Liability Insurance	Worker's Compensation Insurance	Equipment	
California Conservation Corp (CCC)	x	x	x	x	x	x	x	x
Probation JAWS/PAAWS Program	x	x	x		x	x	x	x
DPSS Workfare Program			x					
Sheriff CBAC Program			x					

Juvenile Alternative Work Service (JAWS)
 Probation Alternative Work Service (PAAWS)
 Community Based Alternatives to Custody (CBAC)

Current County Department Use of Available Low-Cost Labor Resources Program

Departments	California Conservation Corp Program CCC	General Relief Workfare DPSS	Probation JAWS/PAAWS Work Crew Probation	CBAC Participants	
				Sheriff	
Ag Comm/Weights & Measure	X				
Animal Care and Control		X			
Assessors		X			
Beaches and Harbors	X	X	X		X
Board of Supervisors			X		
Children and Family Services		X			
Community Services		X			
Consumer Affairs					
Coroner		X			
Courts					X
District Attorney		X			
Fire	X	X			
Health Services		X			
Internal Services		X	X		
Mental Health		X			
Military and Veterans Affairs		X			
Parks and Recreation	X	X	X		X
Probation		X	X		X
Public Social Services		X			
Public Works		X	X		X
Regional Planning		X			
Sheriff					X
Treasurer-Tax Collector		X			